

Instructions for Completing the 2009 – 2011 External-Agency-Requested Cadastral Services Inventory

These instructions correspond to the Excel file titled “2009 – 2011 External-Agency-Requested Cadastral Services Inventory.” This file contains drop-down lists to ensure nationwide uniformity in the data.

Saving the Fileⁱ:

Please re-name the inventory sheet prior to returning it to the BLM State Office.

Open the file and input the information for the BLM State Office on the appropriate worksheet. (Note: Each State Office has a separate worksheet at the bottom of the spreadsheet.)

State (Column A) – This column contains a drop-down list which lists each of the BLM State Offices.

Action:

Select the appropriate BLM State Office with administrative jurisdiction for the area of the survey.

Jurisdiction (Column B) - The information listed in the drop-down list for this column is based upon the selection made in Column A. Some BLM State Offices do not have a multiple-state jurisdiction. BLM State Offices in one jurisdiction will report the same information as shown in Column A. This is redundant information but it is necessary. For those BLM State Offices with a multiple-state jurisdiction, there is a complete list of the states or commonwealths in said jurisdiction.

Action:

Select the appropriate jurisdiction.

Agency / Office (Column C)

Action:

Please fill in the name of your agency and local office.

Township, Range, and Section or Project Name (Column D) – If the location of the survey is in a public land state, input the appropriate Township, Range, and Section in the following format: T. (number) (Direction (N or S))., R. (number) (Direction (E or W))., Sec. (number). If the location of the survey is not in a public land state and is better described by a project name, input said name.

Action:

Input the location of the survey or describe the survey using a project name.

Description/Comments (Column E)

Action:

Input a description of the survey or any applicable comments.

Agency National Plan (Column F) – Your agency’s national plan category, or special initiative, the survey project falls under. If the project doesn’t fall within any category or initiative, leave blank.

Priority Driver (Column G) – Please fill in the main reason you wish to have this project surveyed.

Projected Miles (Column H) – This is the number of miles of boundary line to be identified. This also includes the number of miles of resurvey. Estimate to the nearest mile.

Action:

Input the number of miles of boundary line to be identified.

Projected Cost (Column I)

Action:

The cadastral office will input the Projected Cost of the survey. This will be a ball-park projected estimate.

Tangible Benefits / Consequences Minimum (Column J) – A drop-down list is included in this column for the purpose of reporting uniform information nationwide. The value of the **Tangible Benefits / Consequences** are described as a range. (Note: An *average* of the Tangible Benefits / Consequences Minimum and Tangible Benefits / Consequences Maximum may be used in reporting Cadastral Survey information to the Department of the Interior and the Office of Management and Budget.)

Action:

Select the appropriate dollar value for the Tangible Benefits / Consequences Minimum.

Tangible Benefits / Consequences Maximum (Column K) – A drop-down list is included in this column for the purpose of reporting standardized information nationwide. The dollar value selected in this column should be equal to or greater than the dollar value selected in Column J. If the dollar value selected in this column is less than the dollar value selected in Column J, the dollar value in Column K

shall appear as “strikethrough” text. (Example of “strikethrough” text is as follows: ~~Strikethrough text~~.) If this occurs, select a greater dollar value.

Action:

Select the appropriate dollar value for the Tangible Benefits/Consequences Maximum.

Category of Service (Column L) – A drop-down list is included in this column for the purpose of reporting uniform information nationwide.

Action:

Select the appropriate Category of Service.

Fiscal Year (Column M)

Action – Select the fiscal year when the field survey will be needed.

Previous Survey Pre or Post 1910 (Completed by Cadastral Office) (Column N)

Action:

Select the appropriate time period which describes when the last cadastral survey was performed on the boundary(ies) identified in this request.

Data Manipulation Using the Sort Function

Most sorting will be done by the BLM State Office. However, if you choose to sort your data (by row), there are a few items to keep in mind.

When sorting, ***always mark complete rows***. If only consecutive cells within a particular column(s) are selected, data integrity *will become compromised*. If only consecutive cells within a particular column(s) are selected, your data will become compromisedⁱⁱ. Do not mark the header row.

Steps in Sorting: 1) Select complete rows (excluding the header row); 2) Select Data (do not select the “a/z” icon on the tool bar), then select Sort. 3) Select Ascending/Descending as needed; 4) Select the column to sort by from the drop-down list.

ⁱ Error Message – You may get an error message stating “Macros have been disabled” when you first open the attachment. Click OK and continue. Subsequent tests of the attachment have resulted in the conclusion that the disabling of macros has no effect on how well the file performs its intended function.

ⁱⁱ **Notes on the Sort function:**

After you select *complete rows* for sorting, go to Data>Sort. Do not select the header row. Then from the dropdown list, select the column you would like to sort by.